### Department of Behavioral Health

### TRANSMITTAL LETTER

SUBJECT Preadmission Screening and Residen	nt Reviews (PASRR)	
POLICY NUMBER DBH Policy 511.3D	DATE AUG 0 2 2019	TL#326

<u>Purpose</u>. These policy and procedures establish the Preadmission Screening and Resident Reviews (PASRR) for individuals referred for nursing facility (NF) placement and those who experience a change in condition in the District of Columbia (District). The primary change in this revision is the inclusion of the new Exhibit 1, Level 1 Pre-Admission Screen/Resident Review (PASRR) for SMI, or Related Conditions, and Exhibit 3, Prescription Order Form (POF) for Long Term Care (LTC) Services and Supports.

Applicability. Applies to all Department of Behavioral Health (DBH)-certified providers, Saint Elizabeths Hospital (SEH), other hospitals in the District, and entities which refer persons for transfers from facility in the community (e.g., Community Residential Facilities (CRF), private home) to a NF. PASRR applies to anyone in the District entering a NF, regardless of payment source (Medicaid, Medicare or private pay).

<u>Policy Clearance</u>. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority (BHA) offices.

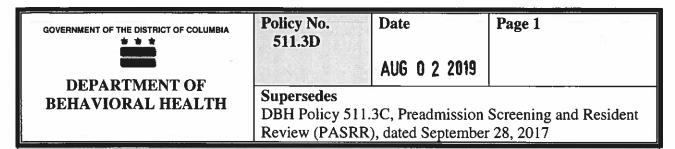
<u>Effective Date</u>. This policy is effective immediately. Questions regarding this policy may be addressed to DBH through the provider agency's Network Development Specialist.

<u>Superseded Policy</u>. DBH Policy 511.3C, Preadmission Screening and Resident Review (PASRR), dated September 28, 2017.

<u>Distribution</u>. This policy will be posted on the DBH web site at <u>www.dbh.dc.gov</u> under Policies and Rules. Please contact Ana Veria at <u>ana.veria@dc.gov</u> or Keri Nash at <u>keri.nash@dc.gov</u> for a Word version of this policy. Applicable entities are required to ensure that affected staff is familiar with the contents of this policy.

arbara J. Bazron, Ph.D.

Director, DBF



**Subject: Preadmission Screening and Resident Reviews (PASRR)** 

- 1. <u>Purpose</u>. These policy and procedures establish the Preadmission Screening and Resident Reviews (PASRR) for individuals referred for nursing facility (NF) placement and those who experience a change in condition in the District of Columbia (District).
- 2. <u>Applicability</u>. Applies to all Department of Behavioral Health (DBH)-certified providers, Saint Elizabeths Hospital (SEH), other hospitals in the District, and entities which refer persons for transfers from facility in the community (e.g., Community Residential Facilities (CRF), private home) to a NF. PASRR applies to anyone in the District entering a NF, regardless of payment source (Medicaid, Medicare or private pay).
- 3. <u>Background</u>. PASRR is a federal requirement to help ensure that individuals are not inappropriately placed in a NF for long term care. PASRR requirements<sup>1</sup> include: (1) All applicants to a Medicaid-certified NF be evaluated for mental illness (MI) and/or intellectual disability (ID) or related condition (RC); (2) Individuals be offered the most appropriate setting for their needs in the community, a NF, or acute care settings; and (3) Individuals receive the services they need in those settings.

DBH serves as the State PASRR agency for the District, and performs the Level II pre-admission screening for District citizens who are seeking nursing home placement and have a mental illness or a history of mental illness.

4. <u>Authority</u>. The Omnibus Reconciliation Act of 1987 (OBRA), P.L. 100-203, Section 4211(c)(7), OBRA 1990 and 1993, as amended by the Balanced Budget Amendment of 1996, P.L. 104-315; 42 CFR § 483.100 *et seq.*; the Department of Behavioral Health Establishment Act of 2013, D.C. Code § 7 – 1141.01 *et seq.*; and the District of Columbia's Olmstead Community Integration Plan.<sup>2</sup>

#### 5. <u>Definitions/Abbreviations.</u>

- 5a. Change in condition. A change in status in the individual, either physical or mental, which results in decline or improvement in the mental health or functional abilities.
- 5b. <u>Consumer</u>. Adults, children, or youth who seek or receive mental health services or mental health supports funded or regulated by DBH.

PASRR requirements are contained in Title 42, Code of Federal Regulations, § 483.100 to 138.

<sup>&</sup>lt;sup>2</sup> https://dcoa.dc.gov/publication/olmstead-community-integration-plan

- 5b. <u>Consumer</u>. Adults, children, or youth who seek or receive mental health services or mental health supports funded or regulated by DBH.
- 5c. <u>DBH-certified providers</u>. Providers with a Human Care Agreement (HCA) who have been certified by DBH to deliver services that support individual recovery. A provider must comply with local and federal rules and regulations.
- 5d. <u>Dementia</u>. An overall decline in cognitive function, including difficulties with language, simple calculations, planning and judgment, and motor (muscular movement) skills as well as loss of memory.
- 5e. <u>History and Physical Exam Form</u> (Exhibit 5). The form that captures any and all diagnoses that could support the resident's need for PASSR services, especially the adaptive living skills that could impact services/plan of care.
- 5f. <u>Independent Psychiatrist</u>. A psychiatrist not affiliated with the hospital or NF where the consumer resides.
- 5g. <u>Level 1 Pre-admission Screen/Resident Review for SMI, ID, or Related Conditions</u> (Exhibit 1). The initial screening required for all individuals prior to admission to a Medicaid certified NF, regardless of payer source, to determine whether they might have MI, ID or RC.
- 5h. Nursing Facility (NF). One of many settings for LTC, including other services and supports outside of an institution, provided by Medicaid or other state agencies.
- 5i. <u>PASRR Level II: Psychiatric Evaluation</u> (Exhibit 2). A comprehensive evaluation that verifies the diagnosis of mental illness from Level I screening. Level II determines the individual's needs, appropriate setting, and recommendations for the plan of care, including specialized services. Evaluations are of two types: those that occur prior to an NF admission and those during an NF stay whenever there is a significant change in the resident's physical and/or mental status (*See* §5a above).
- 5j. <u>Prescription Order Form (POF) for Long Term Care Services and Supports</u> (Exhibit 3). An order by a clinician to verify that an individual needs LTC services.
- 5k. <u>Psycho-social Assessment</u> (Exhibit 4). An assessment of IQ (for PASRR/ID) performed by a PhD psychologist, or an assessment of psychiatric history (for PASRR/MI) performed by a qualified assessor (e.g., a psychiatrist, a psychiatric social worker, or a nurse with substantial psychiatric experience). Note: A test of intellectual functioning (IQ test) is not required by PASRR regulations.
- 51. Quality Management Reviewer. Contractor hired by the District to serve as the quality management reviewer for PASRR.
- 5m. Representative Payee. An individual or organization that receives payments from various funding sources for someone who is incapable of managing or directing someone else to manage his/her financial affairs.

5n. <u>Specialized Services</u>. Any service or support recommended via a Level II determination of a NF resident, owing to their SMI, ID or RC, that supplements the scope of services the NF must provide under reimbursement as NF services.

#### 6. Policy.

6a. Individuals referred for admission to a NF must be screened for evidence of MI and/or ID or RC. Entries are based on whether the individual has the following:

- (1) Diagnosis of MI or a history of MI or a co-occurring MI and a substance use disorder; and
- (2) Substantiated need for 24-hour nursing care and supervision due to chronic and/or acute somatic illness and/or impaired self-care ability.
- 6b. The referring provider must complete the PASRR Level I Screening (Exhibit 1). If the result is positive for MI, the provider must conduct the Level II Psychiatric Evaluation (Exhibit 2). Both screenings shall be submitted to the DBH PASRR Coordinator.

If there is a primary diagnosis of dementia (including Alzheimer's disease or a related disorder), or a non-primary diagnosis of dementia without a primary diagnosis that is a SMI, and for those with a primary diagnosis of ID or RC, the referral must be directly submitted to the Quality Management Reviewer without a Level II screening for individuals with Medicaid eligibility. It does <u>not</u> have to be sent to the DBH PASRR coordinator.

- 6c. The DBH-certified providers or referring providers must conduct follow-up and transition planning in addressing the individual's mental health needs when admitted to a NF.
- 6d. For residents enrolled with a DBH-certified provider, the provider must be a part of the community re-integration planning team when an individual's discharge to the community setting has been determined to be appropriate.

#### 7. Referrals and Determinations on Eligibility for Admission to a NF.

#### 7a. The DBH Chief Clinical Officer/designee will:

- (1) Review and evaluate applications and referrals of individuals with MI who are considered appropriate for NF placement.
- (2) Ensure that PASRR Level II determinations are based on physical and mental evaluation by an independent psychiatrist (See §5f above) which substantiates MI and need for a NF [See §7c (4) a] below.
- (3) Coordinate actions to obtain the services of an independent psychiatrist to perform assessments of individuals getting treatment at SEH.

- (4) Establish whether individuals with MI require the level of services provided by a NF and whether specialized services are needed. After review and analysis of all data, provide approval where appropriate.
- (5) Identify the required services in comparison to what the NF provides:
  - a. If specialized services are recommended, identify the specific mental health services required to meet the individual's needs;
  - b. If no specialized services are indicated, identify any specific mental health services of lesser intensity that could meet the individual's needs;
  - c. Provide justification for the conclusions; and
  - d. Facilitate the provision of specialized or specific services needed by the individual while in the NF.
- (6) Convey, within seven (7) work days, from receipt of a complete referral package (See §8), the determination in writing to the initiating party of the PASRR (e.g., provider or discharging hospital), unless the individual is exempt from preadmission screening (See Exhibit 1 Section A, Exempting Criteria).

<u>NOTE</u>: The PASRR must be done each time a person is admitted to an NF. PASRR approval expires thirty (30) days from the date of the determination; however, if the individual is not admitted during the thirty (30) days of approval, and no significant changes in condition occurred during that time, the PASRR Coordinator must be contacted to update the PASRR determination. Further, the Request for Medicaid Nursing Facility Level of Care Form (Exhibit 3) must be resubmitted to DHCF for the Quality Management Reviewer's approval.

(7) Facilitate resident reviews for individuals already in a NF when an authorized representative notifies DBH of a significant change in the individual's physical or mental condition (See Section 10).

#### 7b. The DBH PASRR Coordinator will:

- (1) Work with the DBH Chief Clinical Officer/designee to coordinate review of referral packages.
- (2) Coordinate the review of nursing referral packages sent to DBH. These referrals are sent for PASRR Level II evaluation and approval for individuals with MI who screened positive in PASRR Level I screening for mental illness and are recommended for NF.

Note: The PASRR Coordinator does not locate NF placements for consumers. This is accomplished at the provider level (See section 7c (2) below).

#### 7c. The DBH-certified provider (See §5c above) will:

- (1) Have the referring clinician complete a Level I screening (Exhibit 1).
- (2) Locate NF placements to refer consumers.
- (3) For the Level I screening, at least in the case of first time identifications, issue a written notice to the consumer and his or her legal representative, if any, that the individual has been observed to have signs of MI and is being referred to DBH for PASRR Level II Evaluation (Exhibit 2).
- (4) Complete the PASRR Level II Evaluation (Exhibit 2).

Note: If a different form from Exhibit 2 is utilized, it must address all items noted in Exhibit 2.

- a. SEH is required to obtain an evaluation of individuals by an independent psychiatrist for the DBH PASRR Level II Evaluation. The psychiatrist must determine the appropriateness of NF referral and document this in Exhibit 2.
- b. The psychiatrist will also document physical findings that require NF care based on information in the clinical record current within the past thirty (30) days. SEH contacts the DBH Chief Clinical Officer/designee regarding the need for these evaluations by an independent psychiatrist.
- (5) Complete all the items required in the referral package (see Section 8 below).
- (6) Send all NF referral packages which include PASRR Level I screening (Exhibit 1) to the DBH PASRR Coordinator except for referrals for individuals with a primary diagnosis of dementia; or for those with a primary diagnosis of ID or RC (also, see section 7c, 14 below).
- (7) When the individual is hospitalized in a private community hospital and considering NF placement, it is the hospital's responsibility to complete the NF referral package and coordinate for the PASRR screenings/evaluations.
- (8) Forward a copy of the referral package for DBH PASRR Level II evaluation to:

DBH PASRR Coordinator
Department of Behavioral Health
64 New York Ave., NE (3<sup>rd</sup> Floor)
Washington, DC 20002
Fax #: (202) 671-2972
Contact Telephone Number: (202) 673-6450

Email: chaka.curtis@dc.gov

(9) Retain the original referral package so that copies can be made available later for the NF and Quality Management Reviewer.

- (10) Obtain a Level II evaluation determination notice signed by the DBH Chief Clinical Officer from the DBH PASRR Coordinator. Ensure that all documentation is complete and the provider's working fax number is included (see section 8 below).
- (11) Provide a copy of the PASRR Level II determination (Exhibit 2) to the individual being referred to NF and his or her legal representative, if any.
- (12) For Medicaid eligible consumers, after obtaining DBH PASRR approval, the referral package and the Level II evaluation written approval must be submitted to the Quality Management Reviewer.
- (13) After obtaining PASRR approval of the referral package for individuals eligible to use private funds, follow internal agency procedures and NF instructions for those consumers.
- (14) If there is a primary diagnosis of dementia (including Alzheimer's disease or a related disorder), or a non-primary diagnosis of dementia without a primary diagnosis that is a SMI, and for those with a primary diagnosis of ID or RC, the referral must be directly submitted to the Quality Management Reviewer without a Level II screening for individuals with Medicaid eligibility. It does <u>not</u> have to be sent to the DBH PASRR coordinator.
- (15) Maintain a copy of the complete referral package and PASRR Level II evaluation (Exhibit 2) in the individual's record in accordance with all federal and local laws and regulations.
- (16) Establish internal policies and procedures and NF instructions, as necessary, on the following items that are to be considered under Medicaid/Medicare and PASRR: (1) determination of NF eligibility, (2) incompetency and consent issues, (3) financial issues<sup>3</sup> (Medicaid eligibility, spend down of income, use of private funds), (4) burial funds, and (4) transportation.
- 8. **NF Referral Package Requirements Summary.** The DBH-certified providers must complete a NF referral packet that includes the following:
  - (1) Pre-Admissions Screen/Resident Review for Mental Illness and/or Intellectual Disability (Exhibit 1): The completed PASRR Level I screening form for referrals to the Quality Management Reviewer and direct referrals to NF for private pay consumers, signed by a licensed clinician within thirty (30) days of submission of the referral package to the DBH for Medicaid eligible consumers.
  - (2) PASRR Level II: Psychiatric Evaluation (Exhibit 2): Signed by a psychiatrist within thirty (30) days of submission of the referral package to the DBH for Medicaid eligible consumers.
  - (3) Prescription Order Form (POF) (Exhibit 3): Signed by a psychiatrist within thirty (30) days of submission of the referral package to DBH for Medicaid eligible consumers.

<sup>3</sup> https://www.medicaid.gov/medicaid/eligibility/medicaid-enrollees/index.html

- (4) Psycho-social Assessment (Exhibit 4): Current within ninety (90) days of submission of the referral package to DBH. Exhibit 4 or a different form that includes the same information can be used. This document will not serve as the diagnostic assessment; and
- (5) History and Physical Exam Form for PASRR Review (Exhibit 5): This provides the medical history, including neurological and other relevant/pertinent examinations, and pertinent examination results current within ninety (90) days of submission of the referral package to DBH.

NOTE: ALL documentation must be legible. Illegible documentation may delay or hinder processing. Any additional documentation requested by the DBH from the provider must be provided promptly considering the timelines in § 8 above.

#### 9. Procedures upon consumer's acceptance in a NF.

- 9a. The referring provider will:
  - (1) Follow the instructions of the NF admissions coordinator once the consumer has been accepted.
  - (2) Comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) and the D.C. Mental Health Information Act. See DBH Policy 645.1, *Privacy Policies and Procedures*, regarding release of information to outside agencies when making placement arrangements.
  - (3) If the consumer provides informed consent compliant with HIPAA and the Mental Health Information Act, notify family members or significant others about consumer being admitted in a NF if they were not previously involved. Provide them with the name, address, and phone number of the NF.
  - (4) Request that the receiving NF initiate the change of representative payee (See §5m above) if DBH is still the representative payee for the consumer. The change of payee must be initiated by the receiving NF immediately following placement. In all instances, financial planning must take place prior to placement.
  - (5) For individuals referred from SEH, SEH must notify the DBH-certified provider responsible for the consumer of the nursing home placement. If the consumer is not connected to a provider, the SEH social worker will facilitate the referral of the person to the NF in coordination with the PASRR Coordinator.
  - (6) Conduct ongoing mental health services during and throughout transitions into and out of NFs, including completion of LOCUS, when due, and participation in treatment team meetings.
  - (7) Request DBH to discharge/disenroll consumers from its services after 90 days of placement in NF, depending on the stability of the consumer during transition, complexity

of the case, and/or completion of transition plan goals. The DBH-certified provider shall consult with the PASRR Coordinator and the NF prior to discharge or disenrollment. The DBH Community Services Administrator/designee, in consult with the PASRR Coordinator, must approve the discharge/disenrollment.

#### 10. Resident Review when there is a significant change

10a. If there is a significant change in status, the NF will contact the DBH PASRR Coordinator for a Level II evaluation, to be done by an independent psychiatrist. Consumers who screen positive for intellectual disability or a related condition will be referred to the DC Department on Disability Services for a Level II evaluation (see section 7b above).

10b. When DBH is notified by a NF, a referral source or through its outreach efforts, the PASRR Coordinator will:

- (1) Review the following information about the individual:
  - a. Demographic information (e.g., age, race, ethnicity, etc.);
  - b. NF information: address, telephone number and contact person at NF of who will be facilitating the transition into the community;
  - c. Information about family or other important stakeholders (e.g., guardians, partners, friends, etc.) who may participate in the process;
  - d. Brief description of the circumstances that led to the NF placement; and
  - e. Brief description of circumstances that led the NF to admit the consumer as having mental health diagnosis and the significant change in status.
- (2) Inform the NF of the DBH requirement to complete the PASRR referral for Level II evaluation (see Sec. 8 above) to ensure a full assessment of the person's needs.
- (3) Facilitate the enrollment of the person with a DBH-certified provider upon completion of the PASRR Level II evaluation when discharge to a community setting has been recommended.
- (4) Refer the person to the DBH Community Services Administration.
- (5) Nothing in this policy prohibits a resident from leaving a NF according to his or her wishes; however, discharge prior to the completion of a PASRR may result in the lack of information necessary to develop and implement a safe and effective community discharge plan.

#### 10c. The DBH Community Services Administration/designee will:

(1) Ensure that the individual has been referred to the D.C. Office on Aging/Aging and Disability Resource Center (DCOA/ADRC) if the NF has not previously done so.

DATE:

- (2) Convene a treatment team meeting with all the identified members, including the DBH-certified provider representative, as applicable, to develop the initial transition plan.
- (3) Monitor progress and with the assigned DBH-certified provider, facilitate the acquisition of resources needed for the consumer's transition.
- (4) Monitor progress when the consumer is in the community setting.

#### 11. DBH Record Retention, Tracking System, Reports and Quality Improvement.

#### 11a. The PASRR Coordinator will:

- (1) Maintain records of evaluations and determinations to support their actions and to protect the appeal rights of consumers subjected to PASRR.
- (2) Track the number of referrals for new admissions to NFs, the number of residents requiring LOCUS, and referrals for which clinical record reviews and/or Level II evaluations are not completed due to situations such as the death of the consumer, discharges/transfers from NFs, those never admitted to nursing facilities, and those admitted for hospitalizations.

#### 11b. The DBH Accountability Administration/designee will:

- (1) Conduct periodic checks on NF related to provider certification.
- (2) Develop recommendations toward quality improvement activities.

#### 12. Exhibits.

Exhibit 1 – Level 1 Pre-Admission Screen/Resident Review for SMI, ID, or Related Conditions

Exhibit 2 - PASRR Level II: Psychiatric Evaluation

Exhibit 3 – Prescription Order Form (POF) for Long Term Care Services and Supports

Exhibit 4 - Psychosocial Assessment

Exhibit 5 - History and Physical Exam Form for PASRR Reviews

Approved By:

Barbara J. Bazron, Ph. D.

Director, DBH

(Signature)

(Date)



#### **Government of the District of Columbia**

# Level I Pre-Admission Screen/Resident Review for SMI, ID, or Related Conditions

	BENEFICIAR	RY INFORMATION		
ast Name: First:		Gender: Medicaid ID: I M I F	Social	Security Number:
ate of Birth:		readmission 🗆 Significant P Suspicion of SMI or ID	hysical Change Q Sig	nificant Mental Chang
	LEGA	L STATUS		
l Commitment ☐ Legal Guardian-Cons			lome C Hospital C Nur	sing Facility  Other
pplicant agrees to legal guardian nd/or family participation? ☐ Yes ☐ No		quired?  Yes No Chinese Korean Othe	Interpreter Name:	÷ **
Legal Guardian/Family N	flember:		Street Address:	
elephone:		City:	ST:	ZIP Code
Power of Attorney	:		Street Address:	
elephone:		City:	ST:	Zip Code:
Beneficiary requires nursing facility service netriciary is likely to require less than certify the information in this section is complete, or misleading information cor rint Physician Name:	30 days nursing facility servences accurate to the best of my k	rices? nowledge and understand th	☐ Yes ☐ No	inaccurate,
itle:	Primare kind site and entertain	·gracoro		
Further completion of this form IS NOT tot met, proceed to Section B. Beneficial exceeds 30 days, the Level II evaluation SECTION B: EVA	ry is being admitted under t n must be completed no late	he 30-day hospital discharge	exemption. If the bene sion, on or before the d	ficiery's length of sta late:
<ol> <li>Does the beneficiary have a king Yes □ No □ Unknown</li> <li>Does the beneficiary have a dischizoaffective, mood (bipolar Somatoform or paranoid disorganother mental disorder that mild CD criteria. →</li> <li>Does the beneficiary have a high Specify diagnosis →</li> </ol>	iagnosis or evidence of a m and major depressive type; der; personality disorder; at nay lead to chronic disability	ajor mental illness limited to t ), paranoid or delusional, pan ypical psychosis or other psy /? ☐ Yes ☐ No ☐ Unknown.	the following disorders: iic or other severe anxie schotic disorder (not oth Specify diagnosis base	schizophrenia, ety disorder; erwise specified); or
MI Determination Based Upon:   Doci	smented History   Behavio	ral Observation   Medication	ns □ Individual/Legal G	Suardian/Family Repo
The beneficiary is considered to have a ositive screen for SMI the beneficiary n	positive serious mental illnatust be referred to the Distri	ess (SMI) if (1) questions 1 oct of Columbia Department o	or 2 in Section B are an f Behavioral Health for	swered "Yes". With a
Beneficiary Name:		I Date o	of Birth:	



# Level I Pre-Admission Screen/Resident Review for SMI, ID, or Related Conditions

#### SECTION C: SYMPTOMS

4	4 Place the honoficians have any assemble of historical stand for all the standards of the standard of the standards of the s	
1.	<ol> <li>Does the beneficiary have any current or historical significant impairment in functioning relat of mental illness? ☐ Yes (☐ Current ☐ Past: When ) ☐ No</li> </ol>	ted to a suspected of kinown diagnosis
	Check box preceding description if any subcategories below are applicable:	
	Interpersonal functioning. The individual has serious difficulty interacting appropriately other persons, has a possible history of altercations, evictions, unstable employment, fear interpersonal relationships and social isolation.	and communicating effectively with r of strangers, avoidance of
	Concentration, persistence, and pace. The individual has serious difficulty in sustaining period to permit the completion of tasks commonly found in work settings or in work-like sor home settings, difficulties in concentration, inability to complete simple tasks within an frequent errors, or requires assistance in the completion of these task.	structured activities occurring in school
	Adaptation to change. The individual has serious difficulty in adapting to typical changes work, school, family or social interactions, agitation, exacerbated signs and symptoms ass from situations, , self-injurious, self-mutilation, suicidal, physical violence or threats, appet hallucinations, serious loss of interest, tearfulness, irritability or requires intervention by m	sociated with the illness or withdrawal ite disturbance, delusions.
2.	2. Within the last two years has the beneficiary (check either and/or both if applicable).	
	experienced one psychiatric treatment episode that was more intensive than routine followays psychiatric care: was referred to a mental health crisis/screening center; has attended pareceived Program of Assertive Community Treatment (PACT) or integrated Case Management.	rtial care/hospitalization; or has
	due to mental illness, experienced at least one episode of significant disruption to the nor supportive services to maintain functioning while living in the community, or intervention to	mal living situation requiring by housing or law enforcement officials?
	Narrative information including dates:	
	W. H.	
	The beneficiary's behaviors/symptoms are stable and not presenting a risk to self or others?	☐ Yes ☐ No
lf questi nust be	questions 1 and 2 In Section B are checked "No", but question 1 in Section C is "Yes" and a box is c ist be sent to the District of Columbia Department of Behavioral Health to determine if a Level II eva	checked in question 2, the Level 1 form luation is needed.
	SECTION D: INTELLECTUAL DISABILITY** (ID) RELATED C	ONDITIONS (RC)
4	4. December the profit of the	
1.	<ol> <li>Does the beneficiary have a diagnosis of ID or related condition (mild, moderate, severe, or List diagnosis (es) or evidence:</li> </ol>	protound)? U Yes U No
2.	2. Beneficiary diagnosed with ID prior to age 18? ☐ Yes ☐ No	
3.	<ol> <li>Presenting evidence (cognitive or behavior functions) indicating beneficiary has ID or related diagnosed? ☐ Yes ☐ No</li> </ol>	I condition that has not been
4.	4. Is the beneficiary registered for services with an agency which serves individuals with ID or r	related conditions? ☐ Yes ☐ No
	If Yes, describe the services the beneficiary is receiving:	
	b. Name of service provider and contact information:     c. If No, is the beneficiary interested in receiving services? □ Yes □ No	
5.		school, or other state facility?
	☐ Yes ☐ No ☐ Unknown	
6.	If Yes, indicate the name of the facility and the date(s):  6. Does the beneficiary have a current diagnosis, history or evidence of a related condition that	t may include a severe
0.	chronic disability that is attributable to a condition other than mental illness that results in imp	
	functioning or adaptive behavior? ☐ Yes ☐ No	_
	Condition: ☐ autism ☐ seizure disorder ☐ cerebral palsy☐ spina bifida ☐ fetal alcohol synd☐ deaf ☐ blindness ☐ closed head injury ☐ other:	rome 🖬 muscular dystrophy
	Impairment: ☐ mobility ☐ self-care ☐ self-direction ☐ learning ☐ understanding/use of lang	juage 🗅 capacity for independent living.
	Impairment: ☐ mobility ☐ self-care ☐ self-direction ☐ learning ☐ understanding/use of lang Was the date of onset prior to age 22? ☐ Yes ☐ No. If yes, explain:  2. Beneficiary Name:	



#### **Government of the District of Columbia**

#### Level I Pre-Admission Screen/Resident Review for SMI, ID, or Related Conditions

Beneficiary is considered to have a positive scre	en for ID or related condition if or	ne or more of the shove rues	stions in the above section are
enswered Yes. As a result, the beneficiary must evaluation. If all of the questions are answered n	be referred to the District of Colu	imbia Department of Disabilit	y Services for Level II
I certify the information in this section is accurate incomplete, or misleading information constitutes		d understand that knowingly	submitting inaccurate,
Print Name:	SIGN NEHE	The state of the s	Date:
Title:	universal delicities (4) v d		
THE REPORT OF THE PERSON OF TH	- and and the second		
	SECTION E: DEMEI	NTIA÷	
The beneficiary has a diagnosis of der current version of the ICD. (If checked	nentia (including Alzheimer's dise specify DSM-5 or ICD codes:	ease or related disorder) base	ed on criteria in the DSM-5 or
☐ The following criteria were used to esta Symptoms ☐ Other Diagnostics (spec		agnosis:   Mental Status Ex	am 🔾 Neurological 🖸 History
<ul> <li>The physician documented dementia a illness diagnosis. Explain documentation</li> </ul>			
above are checked, is the beneficiary designated checked, then the beneficiary is not designated to			o or the statements above are
SECTION	F: ADVANCE GROUP	DETERMINATION°	
<ol> <li>Is the beneficiary being admitted for chospitalization and does not meet all an admitted property of the beneficiary have a terminal and the beneficiary have a severe protected diagnoses which result in a lever specialized services?</li></ol>	criteria for an exempt hospital dis illness (life expectancy of less that hysical illness, such as coma, ve el of impairment so severe that the admitted pending further assessa I No f delirium in people with known or rel I Screen and LOC will be upd certifying the delirium state musi	scharge (described in Section an six months) as certified by ntilator dependence, function e beneficiary could not be ex ment due to an emergency re r suspected MI and/or ID pre- ated no greater than 7 calency t accompany this screen)	A)? I Yes I No a physician? I Yes I No ling at a brain stem level or pected to benefit from equiring protective services? The cludes the ability to make an
I certify the information in this section is accurate incomplete, or misleading information constitutes		d understand that knowingly	submitting inaccurate,
Print Name:	51Cb BEILL		Date:
Company of the Compan			

°If the beneficiary is considered to have SMI, ID or RC, complete this section. Otherwise, skip this section and complete Section G. If any questions in this section are checked yes, there is no need for a Level II referral. ♠

Beneficiary Name:	Date of Birth:
DOTIONALLY TRAINS.	Data of Birtin



#### Government of the District of Columbia

# Level I Pre-Admission Screen/Resident Review for SMI, ID, or Related Conditions

SI	ECTION G: RESI	JLTS OF SMI/ID (CHECK	ALL THAT APPLY)	
☐ Beneficiary has negative s☐ Beneficiary has a positive ☐ Beneficiary has a possible ☐ Beneficiary has a positive :	creen for ID or related of screen for serious ment positive screen and the screen for intellectual d	al illness and no further action is neconditions and no further action is neal illness and has been referred to be Level 1 form has been forwarded isability and has been referred to D ted to Beneficiary/Representative is	ecessary. DBH for a Level II evaluation. Date to DBH for review. Date: DS for a Level II evaluation. Date:	÷
I certify the information in this incomplete, or misleading info		ne best of my knowledge and under dicaid fraud	stand that knowingly submitting ins	accurate,
Print Name:		SAGN AERE	Dat	
		Ų.		

The District of Columbia Department on Disability Services is the contact agency for a Level II evaluation:

DC Department on Disability Services
Developmental Disabilities Administration
Health and Wellness Unit
Independence Square Building
250 E Street, SW
Washington, DC 20024
dds.hw@dc.gov

The District of Columbia Department of Behavioral Health is the contact agency for Level II evaluations:

Chaka A. Curtis, RN
Psychiatric Nurse / PASRR Coordinator
Division of Integrated Care
DC Department of Behavioral Health
64 New York Ave NE - Room 310
Washington, DC 20002
202-673-6450 (office)
202-671-2972 (fax)
chaka.curtis@dc.gov

For individuals who wish to be enrolled in Medicaid-certified nursing facility, please fax this form along with the Prescription Order Form to Liberty Healthcare Corporation. The fax # is (202) 698-2075.



	Name:	
Section I	: PSYCHIATRIC EVALUATION	
Last	First	M.I.
Gender: DOB:	Age: SSN:	
Facility Name:	Original Admission Date:	
Is there a legal Guardian?   Yes No	If "Yes," please compl	ete the following:
Name:	Phone:	
Street Address:	City/State/Zip:	
Can read at newspap  Last full-time employment position held/da  Reasons for this admission (Check all tha		
ICD-I0-CM Diagnosis: Section II Behavioral/Psychiatric Assessment	ent	,
	oor hygiene/Unwashed 🔲 Well groo	
Makeup or jewelry	ormal street dress	pedclothes e

	Name:	_
b.	Level of Consciousness (mark all that apply):  Alert Drowsy Attentive Inattentive Lethargic Other (Specify:	
c.	Manner (Mark all that apply):  Warm Shy Threatening Concerned about others  Outgoing nature Silly Sincere Apathetic  Aggressive Sense of humor Suspicious Easily frustrated  Childlike Reluctant to Respond  Others (Specify)	
d.	Mood and Affect (Mark all that apply):  ☐ Appropriate in quality and intensity to stated themes ☐ Flat or blunted ☐ Mild Moderate Severe	
	Depressed Anxious, fearful or worried Angry, belligerent or hostile Delusional Suicidal Homicidal Other (Specify)	
e.	Form of Thought (Mark all that apply):  Coherent Incoherent/Illogical Blocking Tangentiality Relevant Irrelevant/Rambling Impoverished Circumstantiality Logical Loose Associations Perseveration Pressured	
f.	Orientation  Orientated X3; clear at all times Oriented to person and place Oriented to bathroom/bed Confused at times at night Nonresponsive  Orientated X3; forgetful at times Coriented to person Oriented to person Disoriented X3 Unable to Determine	
g.	Communication Ability (Mark all that apply):  No problems Reads Writes Speech unclear/slurred Gestures/aids Inappropriate content Stammer/stutter/impediment Eye contact Unresponsive	
h.	Socialization (Mark all that apply):  Appropriately responds to others' initiations  Appropriately initiates contacts with others  Inappropriate responses/interactions (Describe):  Withdrawn	
i.	Attitude (Mark one): Cooperative Oppositional Guarded	

* * *		
	Name:	

2. Chart of Behavior (Instructions: Complete the chart, based on all available information for the last three (03) months, including information from the individual's medical records and staff comments). Check Category and Rate Frequency from 1 to 5 (1 least frequent, 5 Most frequent)

Category	Frequency	Category	Frequency
Dangerous smoking behavior		Destroys property	
☐ Refuses medications		Exposes self	
☐ Uncooperative diet		☐ Is sexually aggressive	- 2
Uncooperative hygiene		Abuses – verbally	
☐ Refuses activities		☐ Threatens – verbally	
Refuses to eat		☐ Threatens – physically	
☐ Self-induces vomiting		Strikes others – provoked	
☐ Impatient/demanding		Strikes others – unprovoked	:#:
☐ Frequent/continuous yelling		☐ Talk of suicide	
Wanders		☐ Suicidal threats	
☐ Tries to escape		Suicidal attempts	
Seclusiveness		☐ Injures self	
☐ Suspicious of others		Others (Specify)	
Lies purposefully		Others (Specify)	
Steals deliberately		None	

3. Placement in Seclusion/Physical Restraints/Behavior Change (s)

Instructions	: In the last	sixty (60)	days, has	the individua	l been place	d in seclusior	or other	physical
restraints to	control da	ngerous be	haviors?					

YES	□NO			
If "yes," de	escribe the behavior change	es and type of restrain	ts, if applicable:	
_				
		×		
4. Comme	ents:			
	- BB - TELS - 7 ET		1.	

- 5. Functional Assessment Summary (Instructions: Describe current functional status-improvement or decline, etc. Identify any strengths or weaknesses which may impact the individual's participation in specialized services):
  - a. Motor Skills (This domain assesses one's sensory and motor abilities. Visual and auditory abilities are examined, as are fine-motor and gross-motor skills).

	Name:
O	ocial & Communication Skills (This domain assesses receptive and expressive abilities and how ne utilizes those skills to make needs and requests known. This area also assesses the dividual's ability to interact with others).
	ersonal Living (Pertains to eating, toileting, maintaining a clean, neat appearance, taking care of othing, dressing and undressing, etc.):
	ommunity Living (Addresses skills to handling money, telling time, acting responsibly, preparing
m	neals, doing laundry, etc.).
	road Independence (Addresses the individual's overall ability to take care of him/herself and teract in his environment).
in be ca	roblem Behaviors (Describe behaviors which are disconcerting or upsetting to others, such as appropriate physical contact, stereotypical or being overly active. Included in this domain may be behaviors that relate to sexual activity in socially unacceptable ways and behaviors that can ause harm to oneself. Describe any behavior strategies that have been implemented and their appact on the behavior).
6. Psych	iatric Impressions:
5,046	

	Name:
7. Medical events contributing to this refe	erral?
8. Recommendations:	
	,
9. Findings/Summary - Appropriate for Nu	ursing Facility placement?  YES NO
Printed Name:	Title:

Date: \_

Signature: \_\_\_\_



# PRESCRIPTION ORDER FORM (POF) FOR LONG TERM CARE SERVICES AND SUPPORTS



This completed form must be faxed to Liberty Healthcare Corporation at 202-698-2075.

This Prescription Order Form (POF) is required by the District of Columbia's Department of Health Care Finance (DHCF) to authorize Medicaid-funded long term care services and supports. Prior to submission, the following items (indicated with a \*\*) must be completed.

- Patient Medicaid Number (if available)
- Patient full name
- Patient date of birth
- · Patient telephone number
- Provider name

- Provider telephone number
- Patient's chronic medical conditions
- Reason for referral to assessment
- Signature of ordering physician / APRN

Please note that all referring providers must be enrolled as a DC Medicaid Provider. DHCF has a streamlined application process for ordering/referring providers which can be accessed at <a href="https://www.dcpdms.com">www.dcpdms.com</a> by clicking "Create an account." Providers can then follow the instructions to set up an expedited enrollment package. Please note that providers who enroll as ordering/referring providers only will not receive payment for any claims submitted and will not be part of the Medicaid-eligible providers' directory.

SECTION I: I	PATIENT INFORMATION
A. **Patient DC Medicaid Number (8 digits).  If the individual is new to DC Medicaid and does not yet have a Medicaid number, place.	lease note "N/A."
B. **Patient Name (Last, First):	C. **Date of Birth (MM/DD/YYYY):
D. **Telephone Number:	E. Secondary Telephone Number:
F, ** Current Address;	
G. Permanent Address (if different than above)	
H. Emergency Contact Name:	I. Telephone Number:
SECTION II. DETER	MINING NEED FOR SERVICES
A. **This patient has the following chronic medical condition(s) / ICD-10 diagnosis(es):	
B** Reason for referral to assessment: Hospital Discharge	Reassessment Initial assessment Change in patient condition
C. **If "Change in patient condition" was checked in section B. please indicate how this patient's condition has changed significantly since his/her most recent assessment:	
SECTION III: PHYS	SICIAN/APRN INFORMATION
A. **Provider Name (Last, First):	B. **DC Medicaid Provider Number:
C. **Telephone Number:	**National Provider Identifier (NPI) Number:
E. **Provider Address:	F. **Fax Number:
I have examined this patient and certify that long term care s	ervices and supports are medically necessary.
**Signature of Ordering Physician/APRN:	Date:

Version: 9/12/2018

### GOVERNMENT OF THE DISTRICT OF COLUMBIA Department of Behavioral Health



# PSYCHOSOCIAL ASSESSMENT SAMPLE FORMAT

PART 1 BASIC INFORM	MATION						
Consumer Name: Date of Assessment:							
Date of Birth:	Gender:		Date(s) of Interview:				
iCAMS ID#:	Social Security Nu	ımber:					
Primary Language:				To the second se			
English Proficiency: □		☐ Proficient *	Translator	Need? ☐ Yes ☐ No			
Homeless ☐ Yes ☐ N	lo						
Living Arrangements/	Type of Housing Prior to	Nursing Care Facility	/ Placemen	t (describe):			
Street address:	City:		State:	Zip Code:			
Phone:							
Marital Status:   Sing	gle 🗆 Married 🗖 Div	orced 🗆 Widowe	d				
Emergency Contact/G	Guardian/Conservator			# # # # # # # # # # # # # # # # # # #			
Name	Relationship	Address		Phone			
		·					
Family Members and,	or Significant Others						
Name	Relationship	Address		Phone			
	,						
Reason for Admission to Nursing Care Facility:							
PART 2 CURRENT RES							
		□ Yes □ No		····			
If yes, what type of in		· · · · · · · · · · · · · · · · · · ·					
☐ Medicaid #:	☐ Medicare #:	☐ Medicare-□		☐ Other Type of			
Effective Date:	Effective Date:	Provider Nam		Insurance (explain)			
Expiration Date:	Expiration Date:	Effective Date	l l				
D		Expiration Dat	te:				
	eceive disability benefits?						
If yes, what type of be	enefits? SSI SSD	Other (explain	n)				
Amount of benefit:		2 8					
Does the Consumer h	ave a representative paye	ee? 🔲 Yes 🗀 No	0				

Consumer Name:

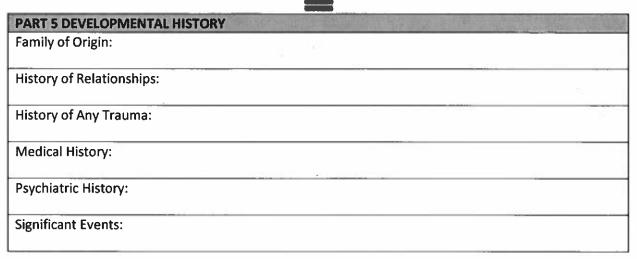
### **GOVERNMENT OF THE DISTRICT OF COLUMBIA** Department of Behavioral Health



oresentative payee	2:		
City:	State:	Zip Code:	
ources of income?			
Am	ount:		
Consumer's own	words)		(Janes)
oblem:			
3	577		
nt:			
- St			2
PHONE TO VALUE			(1015)
3031303			
Spiritual Activities	S:		
nt:		<u></u>	
es:			
	Consumer's own oblem:  Spiritual Activities nt:	Consumer's own words) oblem:  Spiritual Activities: nt:	State: Zip Code:  Durces of income?  Amount:  Consumer's own words)  Diblem:  Int:  Spiritual Activities:  Int:

Consumer Name:

### GOVERNMENT OF THE DISTRICT OF COLUMBIA Department of Behavioral Health



PART 6 SOCIAL HISTORY	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			The same of the sa
Educational History:			N	
Employment History:				
Military History:				. <u>.</u>
Sexual History: (e.g. sexual orientation,	sexual abuse)	•	12	
Is there a history of physical/emo	tional abuse and ne	eglect? ☐ Yes ☐ N	No	
Is there a history of psychiatric holds of the second of t	ospitalizations? 🗖 Y	es 🗆 No	650	
Is there a history of medical hosp If yes, describe	italizations? □ Yes	□No		
Is there a legal history? ☐ Yes ☐ If yes, describe.	No			=
Case(s) pending:	9			
Attorney Name:	Address:	La	hone:	
Describe daily activities prior to p	1		none:	
PART 7 DRUG AND ALCOHOL AB	USE HISTORY	STATE OF THE PERSON		
Current Substance Abuse ☐ Yes	□ No □ N/A			
History of Substance Abuse ☐ Ye	s 🗆 No 🗆 N/A			

Consumer Name:

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA** Department of Behavioral Health



Substance	Amount &	Route of	Date	Date of	Length	Longest	Attempts	Effect on Life
Name	Frequency	Administration	of	last	of use	Abstinence	to stop	and
	of Use		first	use			using	Relationships
			use					,
	1			1		i		
				- 8				
							İ	
							<u> </u>	
							1	
Describe Prio	or Substance Tre	atment History (e.g.	detox, rel	ab etc.)				

PART 8 DIAGNOSTIC IMPRESSION	THE RESERVE OF THE PERSON.
ICD 10 CM	
Overall Summary/Recommendations:	
Medications:	
Lauret of Franchischer (	
Level of Functioning: (e.g. ambulation, ADL skill level, requires durable medical equipment, etc.)	
Ti.	

PART 9 COMMUNITY SUPPORT NEEDS (applicable for step down from nursing care facility)							
Community Support Agency:	Community Support Worker:	Phone:					

Consumer Name:

# GOVERNMENT OF THE DISTRICT OF COLUMBIA Department of Behavioral Health

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	ш				

Benefits/Financial Entitlement:				
Housing Level of Care Needed: (in	iclude appropriaten	ess to return to previ	ous living arrangements)	
Day Activity Recommendation(s):	(day program, edu	cation, volunteer, en	ployment etc.)	
Religious Spiritual Preferences Re	commendation	S: (if desired)		
Substance Abuse Program: (as app	licable)	······································	***	
Medical Follow Up: (as applicable)				
Psychiatric Follow Up: (as applicable	e)			
Other:			-	B

SIGNATURES			
Social Work	Signature	Date	
•	Print Name		
Other Discipline	Signature	Date	
24	Print Name	8e	

Consumer Name:



#### CLINICAL RECORD

History and Physical Exam Form For PASRR Reviews

CLINICAL RECORD	History and Physical Exam Form For PASKK Reviews		
Patient Name:	Hospital No:	Unit:	
Date of assessment:	Antimorphia Antimo	t.	
PART I: HISTORY OF PRESENT ILLNESS			
	3 32		
		8)	
Most recent diagnosis:	The second secon		provident der Obstanden der
Current medications:			
Substance abuse history:	1100113-3-1-0-1-0-1-0-1-0-1-0-1-0-1-0-1-		
ALLERGIES/ADVERSE REACTIONS:	5)		
Current PPD status:	A. A. C. S.		
Chest x-ray:			
UĘ.			
PART II: PAST MEDICAL HISTORY			
Childhood illnesses (including developmental issues)	:		
Adult illnesses (resolved), past hospital admissions:			
Surgeries:		1	
Injuries (head):			

Patient Name: History and Physical Form;



Family history	:			
IMMUNIZAT	IONS	7 ( S. S. J. S. V.		
Influenza:	Yes	□ No	Refused	□ N/A
Pneumovax:	Yes	☐ No	Refused	□ N/A
Tetanus:	Yes	□No	Refused	□ N/A
PART III: RI	EVIEW OF SY	STEMS		
Constitutional	symptoms:			
ENT (Ear, Nos If abnormal, des	se and Throat):	☐ Normal	Abnormal	
Respiratory: If abnormal, de	scribe:	☐ Normal	Abnormal	
Cardiovascula If abnormal, des		Normal	Abnormal	
Gastrointestina If abnormal, des		☐ Normal	Abnormal	
Genito-Urinar; If abnormal, des	•	☐ Normal	Abnormal	£1
Gynecological: If abnormal, des		☐ Normal	Abnormal	
Lymphadenop If abnormal, de	_	Normal	Abnormal	•
Musculo-Skele If abnormal, des		Normal	Abnormal	
Neurological: If abnormal, des	scribe:	Normal	Abnormal	
Psychiatric: If abnormal, des	scribe:	Normal	Abnormal	

DBH Policy 511.3D Exhibit 5

# GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OFBEHAVIORAL HEALTH.



PART IV: PHYSICAI	EXAMINATION			
Height:	Weight:	Temperature:	Pulse:	Blood Pressure:
General Appearance:	24			×
Orientated (time, place, place	person):  Yes	□ No		
Affect: Full and Describe:	range	Labile Flat	Constricted	Blunted
Eyes: If abnormal, describe:	☐ WNL	Abnormal	7	
Nose: If abnormal, describe:	☐ WNL	Abnormal		
Mouth: If abnormal, describe:	☐ WNL	Abnormal		
Throat: If abnormal, describe:	☐ WNL	Abnormal		~
Teeth: If abnormal, describe:	☐ WNL	Abnormal		
Chest: If abnormal, describe:	☐ WNL	Abnormal		×
Cardiovascular: If abnormal, describe:	☐ WNL	Abnormal	21	Ш
Abdominal: If abnormal, describe:	☐ WNL	Abnormal		IX.
Prostate: If abnormal, describe:	☐ WNL	Abnormal		
Musculoskeletal: If abnormal, describe:	☐ WNL	Abnormal		
Extremities/Nails: If abnormal, describe:	☐ WNL	Abnormal		
Skin: If abnormal, describe:	□WNL	Abnormal		

DBH Policy 511.3D Exhibit 5

# GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OFBEHAVIORAL HEALTH



Lymphatics: If abnormal, describe:	□ WNL	Abnormal	
PART V: NEUROLOG	ICAL EXAM		
Sensory: If abnormal, describe:	WNL	Abnormal	
Motor: If abnormal, describe:	WNL	Abnormal	
Reflexes: If abnormal, describe:	WNL	Abnormal	
Strength: If abnormal, describe:	WNL	Abnormal	
Romberg: If abnormal, describe:	WNL	Abnormal	
Gait: If abnormal, describe:	□ WNL	Abnormal	
Cranial Nerves			
I:	II:	III:	IV:
V:	VI:	VII:	VIII:
IV:	X:	XI:	XII:
Assessment:		26	W
Plan:		8	
SIGNATURE			
Physician	Signature		
	Name		Date: